

## **Sullivan County NH**

**Type of meeting:** Board of Commissioners Public Meeting Minutes  
**Date/Time:** Thursday, December 3, 2009; 3 PM  
**Place:** Remington Woodhull County State Complex, 14 Main Street, Newport NH 03773, 1<sup>st</sup> Floor Commissioners Conference Room.

**Attendees:** Commissioners Jeffrey Barrette – *Chair*, Bennie Nelson – *Vice Chair* and Ethel Jarvis – *Clerk*; Greg Chanis – *County Administrator*; Ted Purdy – *Sullivan County Health Care (SCHC) Administrator*; Ross. L. Cunningham – *DOC Superintendent*; and Sharon J. Callum (minute taker).

**Public attendees:** Suzanne Gottling – *State/County Delegation* and Sheriff Michael Prozzo (both arrived later and left during meeting).

**3 PM** The Chair, Jeffrey Barrette, brought the meeting to order. All recited the *Pledge of Allegiance*.

### **Agenda Item No. 1. Human Resources Report**

The Board reviewed the Employee Manual Article XXIII Computer, E-Mail and the Internet (Amended 12/3/2009) policy [Appendix A]. Mr. Chanis noted this amendment included a new paragraph labeled "9" that reads: *Internet use is not confidential and no rights to privacy exist. The County reserves the right to monitor internet/intranet usage both as it occurs and in the form of account history and their content.* This was added as a result of Mr. Chanis requesting the Human Resource Director to compare the policy to other policies, and in preparation for when Mr. Bodeur implements the web filtering software.

**3:03 Motion:** to adopt the change in the Article XXIII Computer, E-mail and the Internet policy as printed.  
**Made by:** Nelson. **Seconded by:** Jarvis.  
**Voice vote:** all in favor.

### **Agenda Item No. 2. County Administrator's Report**

#### Agenda Item No. 2.a. Community Corrections Center (CCC) Update

Mr. Chanis noted they executed all prime contracts for Phase II and are awaiting signatures on contracts to be returned; construction going well – outer wall poured and framing should begin next week – no surprises in cost or work; completed a value engineering check and going in with a \$300,000 contingency; will have much more detail budget at next meeting. Ms. Callum noted the pictures of the Phase I & Phase II work were posted to the website [by Laurie Geer]. In response to Commissioner Nelson's inquiry, Mr. Chanis confirmed they would address fixing the road when they pave the other side of the jail, which is part of Phase I; they have been unable to do the paving due to the low temperatures. He anticipates they will start retaining wall work next week – wall constructed of concrete blocks made by Weeds of Newport and by using Weeds the County will see a substantial savings. They are waiting for final approval from the structural engineer for gravel.

Agenda Item No. 2.b.      NH Bond Bank Fees Update

The Board reviewed the 11/23/09 6:53 PM e-mail [Appendix B] from Tammy St. Gelais, of the NH Bond Bank; her message assured the County there were no additional fees in the issuance of the bond, as Mr. Chanis has indicated at the 11/19/09 meeting.

*3:14 Representative Suzanne Gottling arrived.*

Mr. Chanis distributed a 2009 Series E Non Guaranteed 10 Year Dept Schedule For Sullivan County pertaining to the \$6,900,0000 bond [Appendix C], authorized by the Board and Delegation at previous meetings. He noted the County would pay 2.62 % interest for 10 years, and eventually pay back \$6,574,000 principal. He confirmed these are the final numbers, financing cannot be changed for 10 years, and they are unable to prepay. He noted the bond papers, which they do not have yet, but should receive by FedEx Tuesday, will need to be signed by the Board and Treasurer, and returned to Concord by Friday. He anticipates they will receive the funding 12/16/09 and immediately pay off the line of credit.

*3:16 Sheriff Prozzo arrived.*

Non Agenda Item      County Tax Warrants / Payments Received – Update  
The County has received County tax payments from both Langdon and Croydon.

Agenda Item No. 2.c      Ratification of the Lake Sunapee Bank Loan Forms for Payroll & Vehicles

Mr. Chanis noted they received the loan agreements, for the previously approved loans, from Lake Sunapee Bank. These represent loans for the new payroll software in the amount of \$62,000 and the pick up truck with plow in the amount of \$21,026; both loan agreements require signatures from all three Board members and the County Treasurer. He they were not ready to take delivery of the van, therefore won't do the loan until they are. Mr. Chanis confirmed the interest was 1.97% for the vehicles and 1.74% on the payroll software.

At this point, the Board signed the documents [on file at the Commissioners' Office].

**Agenda Item No. 6.      Probable Executive Session Per RSA 91-A:3.II.a & c. Personnel Donation of Vacation Time Discussion)**

The Board noted they did not need to hold an Executive Session and, instead, reviewed the 11/20/09 2:37 PM Email from Peter Farrand, regarding a request from six (6) employees who wanted to donate 80 ET hours of theirs to a fellow employee; the employee had two unexpected family health issues: father was very sick and the employee used time to care for him, then their sister became ill and passed away and they took time off to care for the sibling; the employee used more time than they had accrued and ended up taking time with no pay. As a result of the Commissioners inquiries, Mr. Chanis confirmed the person receiving the donated hours earns a lower hourly wage than the ones giving the time. Board members noted they were inclined to approve the request as its giving up hours, not dollars.

**3:27 Motion to approve request from Peter Farrand, dated 11/20/09 2:37 PM to donate 80 ET hours from six (6) employees to their fellow**

**employee, per stipulation that the County has no net loss of dollars associated, that there is not a net increase in wage pay.**

**Made by: Jarvis. Seconded by: Nelson.**

**Voice vote. All in favor.**

**Agenda Item No. 3. Commissioners Report**

Agenda Item No. 3.a. Schedule January SCCJCC Lunch Meeting

The Chair of the Sullivan County Criminal Justice Coordinating Committee (SCCJCC), Bennie Nelson, set the next SCCJCC meeting for **Friday, January 15<sup>th</sup>**, noon, in Unity - Ahern Building.

Non Agenda Item County Annual Report

Ms. Callum confirmed she received both the Commissioners and County Administrator's reports for the full 2009 Annual Report, therefore, it was all now in her hands [to compile and deliver to the printer].

Non Agenda Item West Central Behavioral Breakfast Invitation

Commissioner Jarvis asked if anyone else received an invitation to the 12/10/09 8 a.m. - 10 a.m. breakfast with West Central Services at the Common Man Restaurant, held to discuss the status of publicly funded programs. The RSVP date was indicated.

Non Agenda Item Medicaid Rate Change Notification

Mr. Chanis noted he received a call from Ted Purdy, SCHC Administrator, indicating he received word the State was changing the Medicaid rate, budget neutrality factor would increase / daily rate decreasing by approximately 6%. Mr. Chanis noted Mr. Purdy has not received the final numbers, but the impact is dramatic, \$160,000 hit in this year's budget.

**Agenda Item No. 5. Meeting Minutes Review**

Agenda Item No. 5.a. Oct. 1, 2009 Public Meeting Minutes

**3:36 Motion: to accept the 10/1/09 public meeting minutes.**

**Made by: Jarvis. Seconded by: Nelson.**

**Voice vote: Barrette and Jarvis voted in favor. Nelson abstained.**

Agenda Item No. 5.b. Nov. 19, 2009 Public Meeting Minutes

**3:37-3:42 Motion: to approve the 11/19/09 public meeting minutes with amendment.**

**Made by: Jarvis. Seconded by: Nelson.**

**Discussion: Jarvis requested a copy of the sewage treatment contract with Claremont, expressing concern about the County's liability if damage occurs due to Claremont's inability to perform the bank work required. Chanis confirmed he had the contract at the Unity complex and John Cressy and he will speak with Bruce Temple or Wayne King of Claremont.**

**Voice vote: All in favor.**

Agenda Item No. 5.c.      Nov. 19, 2009 4:46 Executive Session  
The group decided to table ratification until Supt. Cunningham arrived.

**Agenda Item No. 4.      Public Participation**

Ms. Callum noted Representative Gottling volunteered to be one of the Delegation judges at the 12/11/09 Sullivan County Health Care Holiday Dessert contest.

Representative Gottling questioned how the payroll software was being handled, budget wise? Mr. Chanis noted, both the Commissioners and Delegation voted to approve the financing.

*3:54 Mr. Purdy arrived*

Medicaid Rate Continued

Mr. Purdy confirmed the information Mr. Chanis provided earlier, noted other counties have indicated a decrease from \$8-\$14 dollars for the State reimbursement; the impact, over a six month period, with Sullivan would be approximately \$160,000 – the State saw more Medicaid activity than anticipated; this would all be effective January 2010.

**Non Agenda Item    Executive Session Per RSA 91-A.3.II.E – Possible Litigation Issue**

**3:56    Motion: to go into Executive Session Per 91-A.3.II.e for a possible litigation issue.**

**Made by: Jarvis. Seconded by: Nelson.**

**Discussion: those in executive session included the three Commissioners, County Administrator, SCHC Administrator, and minute taker.**

**Roll call vote: all in favor.**

*3:57    Representative Gottling left the room.*

**4:12    Motion: to come out of Executive Session.**

**Made by: Jarvis. Seconded by: Nelson.**

**Voice vote: all in favor.**

Nursing Home Decoration Request

Commissioner Nelson indicated one of his family members was at the nursing home and asked if he could place a balsam tree by the handicapped area in front of the MacConnell Unit? Mr. Purdy confirmed that would be okay.

*4:13    Mr. Purdy left the meeting and Supt. Cunningham entered the room.*

**4:13    Motion: to go into Executive Session Per RSA 91-A.3.II.g**

**Made by: Jarvis. Seconded by: Nelson.**

**Discussion: those in executive session were the three Commissioners, County Administrator, DOC Superintendent, and minutes taker.**

**Roll call vote: All in favor.**

**4:30    Motion: to move out of executive session.**

**Made by: Jarvis. Seconded by: Nelson.  
Voice vote: All in favor.**

Agenda Item No. 5.f.      11/19/09 4:46 PM Executive Session

The Board reviewed the executive session minutes with Supt. Cunningham. They decided to strike a portion from the minutes so that they could be released.

**4:32 Motion: to approve the 11/19/09 4:46 Executive Session minutes amended and to release them.  
Made by: Nelson. Seconded by: Jarvis.  
Voice vote: All in favor.**

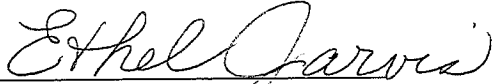
*4:32 Supt. Cunningham left the room.*

Non Agenda Item      DOC Superintendent's Performance Appraisal

Mr. Chanis distributed blank performance appraisal forms for the Board to complete and return to their next meeting to review, for the DOC Superintendent. They requested an Executive Session be scheduled on the 12/17/09 for the review.

**4:31 Motion: to adjourn the meeting.  
Made by: Nelson. Seconded by: Jarvis.  
Voice vote: All in favor.**

Respectfully submitted,



Ethel Jarvis, Clerk  
Board of Commissioners

EJ/s.j.c.

Date signed: 1-13-09



Sullivan County NH, Board of Commissioners  
Revised - AGENDA

**REGULAR BUSINESS MEETING**  
**Thu, Dec 3, 2009, 3 PM**

Place: Sullivan County Newport Complex  
14 Main Street, Newport NH 03773 – Commissioners' Conference Room

- |      |           |    |    |   |
|------|-----------|----|----|---|
| 3:00 | PM – 3:10 | PM | 1. | Human Resources Report<br><input type="checkbox"/> Employee Manual: Article XXIII Computer, E-Mail and the Internet, Amendment Recommendation   |
| 3:10 | PM – 3:30 | PM | 2. | County Administrator's Report<br>a. Community Corrections Center (CCC)<br>b. NH Bond Bank Fees Update<br>c. Ratification of the Lake Sunapee Bank Loan Forms for Payroll & Vehicles   |
| 3:30 | PM – 3:50 | PM | 3. | Commissioners' Report<br>a. Schedule January SCCJCC Lunch Meeting @ Ahern to provide update on: program model, CCC status, work Warwick and Coplan have been doing<br>b. Schedule DOC Superintendent Performance Review         |
| 3:50 | PM – 4:05 | PM | 4. | Public Participation  |
| 4:05 | PM – 4:10 | PM | 5. | Meeting Minutes Review<br>c. Oct. 1, 2009 Public Meeting Minutes<br>d. Nov. 19, 2009 Public Meeting Minutes<br>e. Nov. 19, 2009 4:46 PM Executive Session Meeting Minutes<br>f. Nov. 19, 2009 Executive Session Meeting Minutes |



Sullivan County NH, Board of Commissioners  
Revised - AGENDA

- |                   |    |   |
|-------------------|----|---|
| 4:10 PM – 4:25 PM | 6. | Probable Executive Session<br>Per RSA 91-A:3.II.a. & c. Personnel (Personnel –<br>Donation of Vacation Time Discussion) |
| 4:25 PM – 4:40 PM | 7. | Probable Executive Session<br>Per RSA 91-A:3.II.a. & c. Personnel & Security<br>Discussion                              |
| 4:40 PM           | 8. | Adjourn meeting   |

*Upcoming Events:*

- **Dec. 4<sup>th</sup>, Fri. NHAC Executive Council Meeting**
  - **Time: 10 AM.** Place: Primex Building, Concord NH
- **Dec. 17<sup>th</sup>, Thu. S.C. Board of Commissioners Next Meeting**
  - **Time: 3:00 PM.** Place: Unity, 5 Nursing Home Drive, Ahern Building.

**Article XXIII Computer, E-Mail and the Internet (Amended 12/3/2009)**

1. The computer hardware system, software and e-mail system are owned by Sullivan County and all messages or data stored, sent or received using the systems, are the property of the County. .
2. Employee usage of the system is a revocable privilege provided for the purpose of facilitating performance of the employee's work and is not the private property of any employee.
3. For purposes of this policy, an employee's home computer, lap top, or other equipment will be deemed to be part of Sullivan County's system to the extent that it uses the County's software or e-mail system, or is used for the performance of work for the County. Reasonable efforts will be made to preserve an employee's privacy expectations with regard to personal hardware, but it cannot be guaranteed.
4. The computer systems, including Internet access and e-mail systems, are to be used for business purposes only.
5. The e-mail system may not be used for non-job-related purposes, including, but not limited to, use for commercial ventures, religious or political causes or outside organizations.
6. The transmission of any discriminatory, harassing or offensive material in any form, including electronic media, is prohibited. Material considered to be offensive and prohibited includes any message which contains sexual implications, racial slurs, gender specific comments, or any other comment that offensively addresses age, gender, sexual orientation, religion or political belief, national origin, or disability or other characteristics which are protected from discrimination by state or federal law.
7. The e-mail system shall not be used to upload or download any copyrighted materials, trade secrets, proprietary financial information, or similar materials without proper authorization.
8. Employees should not have any expectations of personal privacy and Sullivan County reserves the right to read, review, intercept, access or disclose any and all information on an employee's computer system or messages created, received or sent without prior notice. Any employee who uses the system for any permitted activity shall advise the recipient in regards to the County's monitoring policy.
9. Internet use is not confidential and no rights to privacy exist. The County reserves the right to monitor internet/intranet usage both as it occurs and in the form of account history and their content.

**Effective Date**

This policy shall become effective upon the date of the signatures of the Sullivan County Board of Commissioners.

Date

12/3/09

Jeffrey R Barrette  
Jeffrey Barrette – Chair, Commissioner

Bennie C Nelson  
Bennie C. Nelson – Vice Chair, Commissioner

Ethel Jarvis  
Ethel Jarvis- Clerk, Commissioner



**Sharon J. Callum**

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**From:** Greg Chanis [gchanis@sullivancountynh.gov]  
**Sent:** Tuesday, November 24, 2009 8:23 AM  
**To:** 'Sharon J. Callum'  
**Subject:** FW: Fee

FYI

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Greg Chanis, County Administrator  
Sullivan County, NH  
14 Main St.  
Newport, NH 033773

Tel: 603.863.2560  
gchanis@sullivancountynh.gov

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**From:** Sheila M. St. Germain [mailto:ssstgermain@nhmbb.com]  
**Sent:** Monday, November 23, 2009 6:53 PM  
**To:** gchanis@sullivancountynh.gov  
**Cc:** 'Tammy St. Gelais'  
**Subject:** Fee

Hi Greg,

Section 6 of the loan agreement and RSA 35-a, authorize the Bond Bank to assess fees for the administrative expenses and issuance expenses of the Bond Bank. This provides assurance to the bond holders that the Bond Bank will be able to cover all necessary expenses at all times.

The Bond Bank's current practice is to establish a fee schedule based on the dollar amount of the loan. The fee is due after the bond proceeds have been distributed to the governmental unit. The combination of this fee and premiums and interest rates, determined when the bonds are issued, contribute to the Bond Bank's annual operating costs and the issuance costs of the bond issue.

The Bond Bank has never charged on going annual fees to the governmental units since its first issue in 1979 and does not plan to charge annual fees in the future. If bonds were not issued for several years, annual fees may be required. The loan agreement and RSA 35-a, provide the authorization to charge fees, if necessary.

I cannot guarantee that there will not be a fee charged to Sullivan County in the future, but there is no plan, at this point in time, to charge an annual fee to governmental units.

Please call me, if you would like to discuss our fees or require additional information.

Best regards,

Sheila

Sheila M. St. Germain  
Executive Director  
NH Municipal Bond Bank  
25 Triangle Park Drive, Suite 102

11/24/2009

B2

Concord, NH 03301  
[www.nhmbb.org](http://www.nhmbb.org)  
toll free 800-393-6422  
phone 603-271-2595  
fax 603-271-3937

## 2009 SERIES E NON GUARANTEED

## 10 YEAR DEBT SCHEDULE FOR

## SULLIVAN COUNTY

DATE PREPARED:	12/03/09	Amount of Loan to be Paid	\$6,574,000.00
BONDS DATED: 12/16/09	01/15/10	Premium	\$326,000.00
INTEREST START DATE: 209 days	12/16/09	Total Proceeds	\$6,900,000.00
FIRST INTEREST PAYMENT:	07/15/10		
TRUE INTEREST COST:	2.6200%		

DEBT YEAR	PERIOD ENDING	PRINCIPAL OUTSTANDING	PRINCIPAL	RATE	INTEREST	TOTAL PAYMENT	FISCAL YEAR TOTAL PAYMENT
	07/15/10				\$129,707.72	\$129,707.72	
1	01/15/11	\$6,574,000.00	\$659,000.00	3.000%	111,710.00	770,710.00	\$900,417.72
	07/15/11				101,825.00	101,825.00	
2	01/15/12	5,915,000.00	660,000.00	3.000%	101,825.00	761,825.00	863,650.00
	07/15/12				91,925.00	91,925.00	
3	01/15/13	5,255,000.00	660,000.00	3.000%	91,925.00	751,925.00	843,850.00
	07/15/13				82,025.00	82,025.00	
4	01/15/14	4,595,000.00	660,000.00	3.000%	82,025.00	742,025.00	824,050.00
	07/15/14				72,125.00	72,125.00	
5	01/15/15	3,935,000.00	660,000.00	3.000%	72,125.00	732,125.00	804,250.00
	07/15/15				62,225.00	62,225.00	
6	01/15/16	3,275,000.00	655,000.00	3.000%	62,225.00	717,225.00	779,450.00
	07/15/16				52,400.00	52,400.00	
7	01/15/17	2,620,000.00	655,000.00	4.000%	52,400.00	707,400.00	759,800.00
	07/15/17				39,300.00	39,300.00	
8	01/15/18	1,965,000.00	655,000.00	4.000%	39,300.00	694,300.00	733,600.00
	07/15/18				26,200.00	26,200.00	
9	01/15/19	1,310,000.00	655,000.00	4.000%	26,200.00	681,200.00	707,400.00
	07/15/19				13,100.00	13,100.00	
10	01/15/20	655,000.00	655,000.00	4.000%	13,100.00	668,100.00	681,200.00
			=====		=====	=====	=====
	TOTALS		\$6,574,000.00		\$1,323,667.72	\$7,897,667.72	\$7,897,667.72